

CLASS TITLE: STATE CHIEF BANK EXAMINER

Class Code: 02611500

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan and supervise the work of a staff of examiners engaged in conducting examinations into the financial conditions and affairs of banks, building-loan associations, credit unions, loan and investment companies and finance companies; to participate in the conduct of such examinations; to supervise the auditing of annual statements and policies filed with the Division; to serve as chief assistant in matters relating to banks and other financial institutions; to coordinate supervision and examination procedures with various federal agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom assignments are received in general outline; examination reports are reviewed usually for conformance to law, established policies and instructions.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews, in process and upon completion, the work of a staff of bank examiners and clerical assistants

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan and supervise the work of a staff of examiners engaged in conducting examinations into the financial conditions and affairs of banks, building-loan associations, credit unions, loan and investment companies and finance companies; and to participate in the conduct of such examinations.

To supervise the conduct of desk audits of the financial statements of banks, building-loan, credit unions and loan investment companies and finance companies.

To review the findings of field examinations reported by staff examiners, to summarize such findings, and to make recommendations for the correction of violations of proper practices, discovered as a results of such examinations.

To present findings of field examinations to officials of banks, building-loan associations, credit unions, loan and investment companies and finance companies for the purpose of explaining violations of laws or regulations or for calling their attention to any improper valuations in the admitted assets and/or insufficiency in the liabilities of the concern; and to report results of such conferences to superiors.

To supervise and participate in the conducting of examinations of such companies, corporations and organizations as required.

To establish policies for the proper reporting of examination results and for the proper procedures during examinations.

To supervise the preparation of the Division's annual and other reports relating to the banks, building loan associations, credit unions, loan and investment companies and finance companies.

To serve as chief assistant in matters relating to banks and other financial institutions.

To coordinate supervision and examination procedures with various federal agencies.

To participate in various Federal and New England States supervisory conferences.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the provisions of the state laws regulating banks, building-loan associations, credit unions, loan and investment companies, and finance companies; a thorough knowledge of the accounting principles and methods used in the examination of the books, records and affairs of such banks, associations and companies to verify that their assets and liabilities are in accordance with state laws; the ability to make such examinations and to prepare reports thereon covering their scope and findings; the ability to plan, organize, supervise and review the work of a staff of bank

examiners engaged in making examinations of banks, building-loan associations, credit unions, loan and investment companies and finance companies; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by the completion of courses in advanced accounting; and

Experience: Such as may have been gained through: employment involving supervisory responsibility for the conduct of examinations of banks, building loan associations, credit unions, loan and investment companies and financial companies to verify their assets and liabilities are in accordance with state laws; or employment in a responsible supervisory capacity in accounting or auditing work in the field of banking.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: November 13, 1983

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